

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES**

May 24, 2013

College of Nursing & Allied Health. Tower Hall, Room 105

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT:	Vivian Branchick, President Isabel Milan, Vice President Nancy Miller, Secretary	Minor Anderson Thomas Berne, MD James Doughty, RN Rosa Maria Hernandez	Tonia Jones, RN Ernest Moreno Irene Recendez, RN
EXCUSED/ ABSENT:	Margaret Lee		
CALL TO ORDER & INTRODUCTIONS	Isabel Milan called the meeting to order, pending V. Branchick's arrival. M. Hamabe introduced Eve Cruz, who is a member of the alumni association and is interested in the Board.	Information	None
APPROVAL OF MINUTES	Minutes of February 22, 2013. 1. Approved as written	Post on website.	N. Miller
MINUTES FOLLOW-UP	<ol style="list-style-type: none"> 1. <u>Minutes of November 16, 2012</u> – Posted on website. 2. <u>Building 20 (Old Pediatric Clinic) Space Allocation</u> – The College move out of the old pediatric clinic building is complete; all faculty and supplies have moved. 3. <u>Maud J. Robinson Trust Account</u> – Still pending a reply from County Counsel. No further funds will be withdrawn by the executor for scholarships until the funds are transferred from the executor controlled private accounts to the County. Members recommended that accounts intended for specific purposes such as student scholarships be held in the LAC+USC Medical Center foundation. 4. <u>Group Picture</u> – The Board photos, taken at the last meeting, are posted on the College website. 5. <u>Administrative and Student Services Report</u> – Forwarded to members on 2/22/13. 6. <u>College policy #300: Award of Academic Credit</u> – Typos corrected. Approved policy distributed and posted on 2/25/13. 7. <u>2010-2015 Strategic Plan Evaluation</u> – Changes to evaluation of progress for 2012 completed. Approved Strategic Plan Evaluation distributed and posted on 2/27/13. 8. All other follow-up actions are included on the agenda for this meeting. 	<ol style="list-style-type: none"> 1. Information 2. Information 3. Information 4. Information 5. Information 6. Information 7. Information 8. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. None 4. None 5. None 6. None 7. None 8. None
ANNOUNCEMENTS	<ol style="list-style-type: none"> 1. <u>Board Member Retention</u> – On behalf of the Board of Trustees, Tonia Jones was invited to retain her membership position. Review of the Bylaws supported the Board's agreement that Ms. Jones continued to represent a Health Care Facility, which is in keeping with the membership criteria. Ms. Jones accepted the invitation. 2. <u>Board Member Retirement</u> – Rosa Maria Hernandez announced that she will be retiring from the Los Angeles Unified School District after 38 years of services. She accepted the request to remain on the College Board of Trustees. 	<ol style="list-style-type: none"> 1. Information 2. Information 	<ol style="list-style-type: none"> 1. None
PUBLIC COMMENT	<ol style="list-style-type: none"> 1. No public comment. 	<ol style="list-style-type: none"> 1. Information 	<ol style="list-style-type: none"> 1. None

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	<p>needed to ensure that it measures total program effectiveness.</p> <p>2) Assure that students have access to tutoring services after grant funded support services are discontinued.</p> <p>c Follow-Up Retention Action Plans – are being developed. B. Collier will present and discuss at August meeting.</p> <p>3. <u>Research/Program Review/Planning</u> – N. Miller reported for M. Ibrahim.</p> <p>a Attrition rates for the classes of 2005-II through 2012-II and comparison to local and state averages distributed and reviewed.</p> <p>b All SON course evaluation surveys were transitioned to online surveys.</p> <p>c The SON pregraduation Program Evaluation Survey was sent to the 2013-I graduating class</p> <p>d Graduate surveys will be sent to the graduates of the Classes of 2011-I and II.</p> <p>e Employee satisfaction surveys will be sent in the next month.</p> <p>f College Climate Survey Findings – In Spring 2012, the SON conducted a one-time survey of students' perception of the College climate. A follow up survey of faculty perceptions of the same factors was also conducted. Summary findings distributed and discussed:</p> <p>1) The survey period was 5/25/12 through 7/2/2012; 124 (65%) of students and 23 (92%) of faculty members responded.</p> <p>2) Students and faculty rated the majority of items above the 3.5 threshold (range 1-5, 5-highest). Survey items were grouped into categories. Faculty and student responses showed wider discrepancy on a few items:</p> <p>(a) Course Set Up:</p> <p>(a) Item 1.2: Students prepared for transitioning into next semester. Students rated their preparation at 3.48; faculty rated student preparation at 3.13.</p> <p>(b) Student Learning</p> <p>(a) Item 3.6: Confidence in student ability to complete the program. Student rating: 4.01; faculty: 3.17.</p> <p>(c) Use of Available Resources</p> <p>(a) Item 2.5: Use of services – variation in student and faculty responses on several items.</p> <p>(b) Item 3.7: Average study time/week – 58% of faculty perceive students to study 10 hour or less/week. 57% of students perceive themselves to study 21 hours or more.</p> <p>(c) Item 3.6: Average work hours/week – 51% of students do not work and over one quarter of them work 16 hours or less. 0% of faculty think that students do not work, 50% believe that students work up to 16 hours, and the remaining 50% believe students work up to 40 hours/week.</p> <p>3) Findings will be reviewed at June SON Program Review Workshop. Faculty recommendations will be incorporated into Retention Action Plan.</p>	<p>3. Include follow up action plan on August meeting agenda</p>	<p>3. N. Miller</p>

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	<p>g <u>Grant Tracking Record</u> – M. Caballero reviewed grant record for M. Ibrahim. Members recommended that the NCLEX-RN Review course be added to the purpose of grant #12-3054. They further recommended clarifying healthcare workforce from the Workforce Development Program and finalizing the status of the grant extension.</p> <p>4. <u>Information Technology (IT) Support and College Information Systems</u></p> <p>a <u>Student Information Data Base</u> – M. Caballero reported that the vendor (Three Rivers) received the check from the County and will upgrade the system.</p> <p>b <u>Information Systems/Website</u> – M. Caballero reported for M. Ibrahim:</p> <ol style="list-style-type: none"> 1) The College received and replaced 134 new computers & monitors. Twenty-five printers, one scanner, and one scanner/printer combination were ordered to replace outdated equipment. The testing scanner and Class Climate site licenses approved in 2013-2014 Budget Request process were also ordered. 2) M. Ibrahim and V. Kieng, College Information Officer are working on developing the technology timeline to support the College's ongoing technology needs and address the ACCJC recommendations. 3) V. Kieng is also working on designing and populating the College site on DHS intranet. Plans include exploring student access to learning materials via this site. 	<p>4. .</p> <ol style="list-style-type: none"> a. Information b. Information 	<p>4. M. Caballero</p>
DIVISIONAL REPORTS	<p>1. <u>Allied Health</u> – Carry over</p>	<p>1. Include report on next meeting agenda</p>	<p>1. N. Miller</p>
NCLEX-RN PASS RATE	<p>N. Miller distributed and reviewed the NCLEX Pass Rate by Class for the 22 classes that graduated from Spring 2002 through December 2012. The average first time pass rate is 92% and the repeat attempt pass rate is 100%. The first time pass rate has remained above 96% and above state and national averages since 2006.</p>	<p>Report again in November 2013.</p>	<p>N. Miller</p>
RECRUITMENT STATUS	<ol style="list-style-type: none"> 1. <u>School of Nursing Fall 2013 Student Projections</u> – M. Caballero reported that 25 LVN to RN students will enroll in the summer N125 Transition Course. Fifty new students will start in the first semester Fall 2013. 2. <u>DHS Hiring Process</u> – N. Miller distributed and reviewed the LA County Employment Rate for SON students and graduates from the 20 classes that graduated from 2003-I through 2012-I. 1140 students completed the program and 505 of those were hired by DHS. Hiring reached a peak in 2007 when 66% of the class was hired then declined with the economic crisis. In 2008, hiring dropped to 25% but has gradually improved; 51% of the Class of 2010-II was hired by DHS. Once hired, approximately 82% of the graduates are retained by DHS for at least two years. Data for 2011-I through 2012-II missing. DHS hiring location reflects SON clinical sites. The majority of graduates who were hired by DHS work at the Medical Center (80%), OVMC: 9%, H-UCLA 7%, and Rancho 3%. Members discussed hiring process and recommended that students notify nurse managers that 	<ol style="list-style-type: none"> 1. Information 2. Correct retention data. Report again in November 2013. 	<ol style="list-style-type: none"> 1. None 2. N. Miller

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	they are interested in working in their areas and when they pass the NCLEX-RN. Members emphasized the importance of DHS hiring to the future of the College.		
NEW BUSINESS			
BOARD OF TRUSTEES POLICY #300: SELF EVALUATION	Board Policy #300: Self Evaluation – This policy was drafted per the Board’s recommendation to document compliance with ACCJC standards. The draft policy was forwarded to the Board members on 5/6/13 for discussion and approval vote at this meeting.	Approved with correction of typos. Forward to members, faculty, and staff, and post on the Internet and intranet.	N. Miller
BOARD OF TRUSTEES POLICY #300: SELF APPRAISAL FORM	<p>Board Self Appraisal form – The form was revised as follow up to the August 24th discussion of the Self Appraisal findings:</p> <ul style="list-style-type: none"> ▪ Item 4. Board Relationships to the Program. c. The Board is aware of community attitudes and special interest groups, which seek to influence the education program. Per member discussion, the item was revised to read: Board decisions reflect sensitivity to the needs of the community that the College serves. ▪ Item 5. Goals, Objectives, and Priorities. c. The Board sets and evaluated goals for its own functioning was revised to read: The Board sets and evaluates its own functions. <p>Members approved proposed revisions to Item 4. Members recommended:</p> <ul style="list-style-type: none"> ▪ Item 5.c. Revise wording to “The Board sets and evaluates its own roles and responsibilities. They further recommended changing the corresponding Bylaws Section Title from “Functions” to “Roles and Responsibilities”. ▪ Section 5. Revise heading to Goals, Objectives, Roles, and Responsibilities ▪ Section 6. Delete item e – tour of campus facilities. Although Board recommends that tour remain a component of new member orientation. ▪ Section 6.f. – Create formal invitation for Board members and other dignitaries ▪ Renumber sections – there are currently two sections numbered “6”. ▪ Section 7 – delete 7.d. 	Make corrections and forward to members for approval.	N. Miller
BOARD OF TRUSTEES POLICY #500: PROVOST SELECTION	Board Policy #500: Provost Selection – This policy was drafted per the Board’s recommendation to document compliance with ACCJC standards. The draft policy was forwarded to the Board members on 5/6/13 for discussion and approval vote at this meeting.	Approved with changes. Revise, forward to members, faculty, and staff, and post on the Internet and intranet.	N. Miller
COLLEGE POLICY #201: ACADEMIC HONESTY & PROFESSIONAL CONDUCT	Policy #201: Academic Honesty and Professional Conduct – is due for triennial review, update, and ongoing approval vote. College Administrative and Planning Committees reviewed the policy and made recommendations for revision. These recommendations were forwarded to the Board on 5/9/13 for discussion and approval vote at this meeting. Board recommends separating guidelines for SON students from those for employee students.	Revise and forward to members for approval.	N. Miller
OFF AGENDA ITEMS	James Doughty announced his resignation from the Board effective with this meeting, which concludes his second term. He stated that it has been a privilege and pleasure to represent all alumni members including the members of the Alumni Association. V. Branchick thanked him for his	Information	None

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	conscientious service.		
NEXT MEETING	August 23, 2013 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105	N. Miller will forward agenda and minutes to members prior to meeting.	N. Miller

Approved by: (Signature on file)
Vivian Branchick

Prepared by: (Signature on file)
Nancy Miller